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## Community Infrastructure Levy (CIL) Form 14: Phase Credit Application

**Please note:** This form should only be used for submissions relating to CIL in England. Legislation for CIL in Wales does not allow this. This form takes effect from 1 September 2019 and can only be used in relation to planning permissions granted on or after that date.

This form should only be used by a person who wishes to apply a 'phase credit', or part of a 'phase credit', created in a separate phase of the same development ("the donating phase"), to offset an existing, and not previously paid, CIL liability in another phase ("the receiving phase") of the development.

The person seeking to apply the phase credit to the receiving phase must have either assumed liability for CIL for both the donating and receiving phase **or**; when another party has assumed liability for the donating phase, must have their written agreement that the phase credit (or part of the phase credit) can be applied to the receiving phase.

**The parties who have assumed liability for the donating phase must complete and sign Section C of this form.**

Where liability for the levy is shared in regard to the receiving phase, this form should be completed by each party assuming such liability, and seeking to apply the phase credit to the receiving phase.

'Phase Credits' can only be created and applied in respect of phased developments where the donating phase and receiving phase were both "first permitted" prior to a CIL charging schedule being in effect in the area, and where both are subsequently altered, and development commenced in the donating phase at least, by a Section 73 permission with a CIL charging schedule in effect in the area.

Please complete the form using block capitals and black ink and send to the Collecting Authority.

See [this link](#) for guidance on CIL generally, including creating and applying 'phase credits'.

### Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent user of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

### Section A: Applicant and Application Details (Receiving Phase)

#### Applicant Details

Title:  First name:

Last name:

Company:

Telephone number (mandatory)

Country code:  Number:  Extension:

Email address:

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

## Application Details

Collecting Authority CIL Reference (*if applicable*):

Phase Name/Phasing Document Reference:

Planning Permission Reference:

Planning Portal Reference (*if applicable*):

Site address:

Description of development:

## Section B: CIL Liability (Receiving Phase)

### Parties with Assumed Liability for CIL

Applicant Name:

Other liable parties:

Party Name:

Party Name:

Party Name:

*If there are additional liable parties, please supply a complete list as a supporting document*

### CIL Liability Details

Date of Liability Notice (DD/MM/YYYY):

Total CIL Liability:

Commencement Date (DD/MM/YYYY):

Outstanding CIL Liability (at date of claim):

Please list the date(s) and amount(s) of all CIL instalments that are still due:

| Date (DD/MM/YYYY) | Amount |
|-------------------|--------|
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |

*If there are additional instalments, please supply a complete list as a supporting document*

Has a Phase Credit previously been applied?

Yes   
*If 'Yes', please state amount of credit applied and the Collecting Authority Phase Reference (if applicable) for donating phase below*

Amount of credit applied:

Collecting Authority Phase Reference:

No

Amount of Phase Credit now intended to be applied:

## Section C: Details of Donating Phase

### Parties with Assumed Liability for CIL (Donating Phase)

Party Name:

Other liable parties:

Party Name:

Party Name:

Party Name:

*If there are additional liable parties, please supply a complete list as a supporting document*

### Development Details (Donating Phase)

Collecting Authority CIL Reference (if applicable):

Phase Name/Phasing Document Reference:

Planning Permission Reference:

Planning Portal Reference (if applicable):

Site address:

Description of development:

Commencement Date (DD/MM/YYYY):

Completion Date (if applicable) (DD/MM/YYYY):

## Phase Credit Details (Donating Phase)

Amount of Phase Credit available:

Amount of Phase Credit to be applied to the receiving phase:

I confirm that either:

The phase credit relevant to this application has not been applied to offset a CIL liability in any other phase of the development;  **or**

The phase credit relevant to this application was previously applied to another phase of the development but has since become re-usable due to further changes in that phase

Date of written agreement(s) allowing the Phase Credit to be applied (*if applicable*) (DD/MM/YYYY):

## Provider of written agreement (*if applicable*)

Title:  First name:

Last name:

Company:

Telephone number (mandatory)

Country code:  Number:  Extension:

Email address:

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

## Signature(s) of Parties with Assumed Liability for donating phase:

Signed:

Date (DD/MM/YYYY):

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Regulations (2010) as amended (regulation 110, SI 2010/ 948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

## Section D: Declaration

### Applicant Declaration

I confirm I/we have assumed liability for CIL in respect of the receiving phase described in Section A of this form

I confirm that either:

I/we have also assumed liability for the donating phase described in section 3 of this form; **or**

I/we have the written agreement of the person(s) assuming liability for CIL for the donating phase, to apply the amount of phase credit stated in this application to the receiving phase.

I confirm that the chargeable development constituting the donating phase has commenced development.

I confirm that either:

My understanding that the phase credit relevant to this application has not been applied to offset a CIL liability in any other phase of the development; **or**

My understanding that the phase credit relevant to this application was previously applied to another phase of the development but has since become re-usable due to further changes in that phase.

I understand that any phase credit applied can only be used to reduce the amount of CIL due in a receiving phase, and has no impact on any CIL already paid.

I understand that I, and any others who have also assumed liability for CIL for the receiving phase, are liable for any CIL that becomes payable in respect of the receiving phase, including payment of the amount now being sought as a phase credit, when any subsequent change to the CIL liability in the donating phase results in the phase credit being either reduced or nullified.

I confirm that the details given above are correct.

### Signature(s) of Applicant and other Parties with Assumed Liability for receiving phase

Signed:

Date (DD/MM/YYYY):

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a charging or collecting authority in response to a requirement under the Community Infrastructure Regulations (2010) as amended (regulation 110, SI 2010/ 948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.